



Corrected Copy
Tennessee Army National Guard
DUAL STATUS
TECHNICIAN VACANCY
Announcement Number
07-177



Office of the Adjutant General of Tennessee
Human Resources Office (HRO)-Staffing
Houston Barracks, 3041 Sidco Drive
Nashville, TN 37204-1502

OPENING DATE: 13 July 2007
CLOSING DATE: 30 July 2007
CLEARANCE: SECRET

LOCATION

117th REG (RTI)

CITY

Smyrna

STATE

TN

POSITION TITLE

Training Specialist

PAY PLAN

GS

SERIES

1712

GRADE

09

PD NUMBER(S)

70230-386204

APPOINTMENT TYPE

Enlisted

SALARY RANGE (\$)

\$45,731 - \$56,849

MILITARY COMPATIBILITY

Predominant MOS or Branch of organization

Minimum Rank/Grade: MSG/E8

AREAS OF CONSIDERATION

FIRST: Permanently employed Army technicians statewide.

SECOND: Qualified members of the Tennessee Army National Guard.

THIRD: Applicants eligible for membership in the TN Army National Guard.

PERMANENT CHANGE OF STATION: NOT AUTHORIZED

INTRODUCTION, DUTIES, AND RESPONSIBILITIES

INTRODUCTION: This position is located in the Total Army School System Regiment or Regional Training Institute (RTI). Performs a variety of staff level work to ensure the success of the Department of the Army (DA) training mission requirements based on the Army Program for Individual Training (ARPRINT).

DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO: (1) Assists the Training Administrator with the Total Army School System (TASS) in accomplishing command coordinating authority responsibilities. (2) Identifies and implements required modifications of Programs of Instruction (POI) in accordance with regulations and the requirements and situation of the institute. (3) Serves as the primary point of contact on matters relating to approved ARPRINT conducted at the institute. (4) Assists in preparing projected annual training budgets in accordance with requirements of the state and National Guard Bureau. (5) Ensures that all student records are prepared in accordance with current regulations and distributed for assessment and accreditation. (6) Coordinates with the Public Affairs Officer regarding press releases and media coverage of RTI events. (7) Coordinates support personnel requirements. (8) Assists in the management of environmental programs and regulatory requirements. (9) Performs other duties as assigned.

REQUIRED SPECIALIZED EXPERIENCE

Must have 24 months experience which demonstrates the ability to perform functions related to training such as scheduling, coordinating training and requesting training resources. Must also be able to review and implement programs of instruction and evaluate and determine the effectiveness of the training and update as necessary.

The required amount of experience will not in itself be accepted as proof of qualification. The quality, type, and scope of the experience or education must be of such nature as to demonstrate that applicants are fully qualified to perform the duties at the level for which they apply.

SUPPLEMENTAL INFORMATION: KSA's (Knowledge, Skill, & Ability) Address the following factors in detail, giving dates of experience and in what position the experience was gained. This information is used only for ranking and rating and is additional information and not used for qualifying applicants. Resume must reflect applicable experience.

1. Ability to develop, administer and evaluate education/training programs.
 2. Ability to plan, organize and coordinate training courses in accordance with the appropriate Programs of Instruction.
 3. Knowledge of the organization and its mission.
 4. Ability to supervise, monitor and manage personnel.
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SUBSTITUTION OF EDUCATION FOR EXPERIENCE

NONE

REQUIRED CERTIFICATION

NONE

SELECTIVE SERVICE STATEMENT

Males born after 31 December 1959 must be registered with the selective service system to be employed by the federal government.

DEFINITION OF "DUAL STATUS" VERSUS "NON-DUAL STATUS"

If marked "dual status", this position is in the excepted federal civil service under the authority of 32 U.S.C. 709 and is open to members of the Tennessee National Guard and persons who are eligible to become members of the Tennessee National Guard. This type of position is sometimes referred to as "excepted" and "military technician." Wear of the uniform after employment is mandatory.

If marked "non-dual status", this position is open to any person who meets the requirements for membership in the federal civil service. This type of position is also referred to as "competitive."

HOW TO APPLY

Persons meeting the requirements or qualifications for this position must submit a complete application packet to the address listed in the "MAIL TO:" section of this announcement. The application packet must arrive in HRO no later than the close of business on the closing date indicated on this announcement.

Application packet may also be emailed to FulltimeEmployment@tn.ngb.army.mil

THE APPLICATION PACKET

Complete, assemble, sign and send the following:

- (1) A resume with the information requested on TNGG HRO Pamphlet 58, or a SF 171, or an OF 612.
 - (2) Military Qualification Information (ML 0183), DA Form 2-1, RIP or any other documentation that verifies military experience and education.
 - (3) **All applicants must complete form TN ASE 02 or on separate sheet of paper**, address the items listed in the SUPPLEMENTAL INFORMATION sub-section in order to compete for rating and ranking of qualified applicants.
 - (4) Applicable Certificates requested in the Certification Requirements section of this vacancy announcement.
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APPLICATION EVALUATION

Qualifications will be based solely upon information supplied in the application packet. (Described in depth, in the applicant's own words, and signed to verify accuracy.) Experience will be evaluated based upon relevance to the position for which the application is made. [Including job titles, starting and ending dates (DD/MM/YY), hours per week, duties, accomplishments, rewards, awards, employers' name and address, supervisor's name, and phone number, and if we may contact him/her]. If requesting qualifying credit for military experience, list experience, in detail, in narrative form on the resume.

MAIL TO:

Human Resources Office (Staffing)
Houston Barracks, 3041 Sidco Drive
Nashville, TN 37204-1502

POINTS OF CONTACT:

Lt Col Ken Jones:	(615) 313-3031 or DSN 683-3031
1SG Jamie Clark:	(615) 313-3037 or DSN 683-3037
SMSgt Mary MacDonald	(615) 313-0647 or DSN 683-0647

EQUAL OPPORTUNITY STATEMENT

The Tennessee National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be assessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, age, gender, national origin, reprisal, or non-disqualifying handicap. Discrimination due to age or disability are prohibited where not a factor of employment due to the military nature of the position. 29 CFR PART 1614. Discrimination due to gender is prohibited except as the direct combat probability coding policy applies to women.